

Training and CSD Seminars





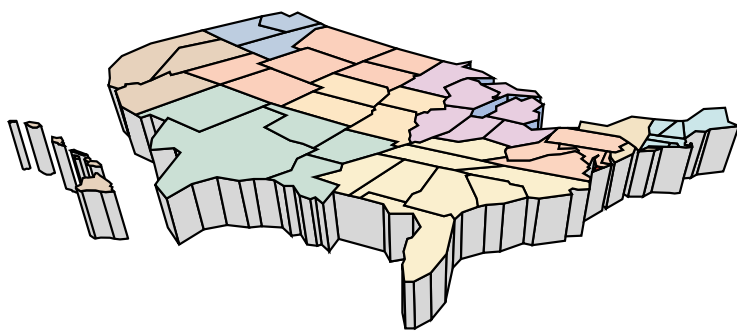
GSA TRAINING SEMINARS

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. While our target audience is new employees in supply and procurement/contracting, updated material will be presented that may be of use to experienced personnel. The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

WELCOME TO THE 'NEW LOOK' OF OUR FSS SEMINARS SECTION

The following color-coded map and corresponding color key provides you with GSA's regional customer territories and their customer services directors.

It's easy to use! Just find your state on the map and use the color key to identify which region is responsible for that location. Then page through the following color coded listing to determine which customer service director can assist you with a FREE FSS Information Seminar in your area.



Color Key

- New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands
- Mid-Atlantic:** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia
- Southeast Sunbelt:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Rocky Mountain:** Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming
- Pacific Rim:** California, Arizona, Nevada, Hawaii, and the Far East
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska

| <u>Location</u> | <u>Date</u> | <u>Contact</u> | <u>Phone</u> | <u>Email</u> |
|--------------------|-------------|----------------|----------------|------------------------|
| New England | | | | |
| Togus, ME | July 18 | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |
| Burlington, VT | August 2 | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |
| Manchester, NH | September 2 | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |
| Portsmouth, NH | September | Pam Lapointe | (617) 565-7302 | pam.lapointe@gsa.gov |
| New Haven, CT | July | Robert Cobbett | (617) 565-7303 | robert.cobbett@gsa.gov |
| New London, CT | August | Robert Cobbett | (617) 565-7303 | robert.cobbett@gsa.gov |
| Newport, RI | September | Robert Cobbett | (617) 565-7303 | robert.cobbett@gsa.gov |

GSA TRAINING SEMINARS

Location**Date****Contact****Phone****Email****Northeast & Caribbean**

| | | | | |
|--------------|-----------|-------------------|----------------|---------------------------|
| Albany, NY | July 18 | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| Buffalo, NY | September | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| Syracuse, NY | September | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| New York, NY | November | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |

***GSA Advantage! Training**

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Judy Poskanzer at (212) 264-0305

Mid-Atlantic

| | | | | |
|--------------------|--------------|-----------------------|----------------|---------------------------|
| Philadelphia, PA | September 14 | Peter Carovillano | (215) 656-3868 | peter.carovillano@gsa.gov |
| Washington, DC | July | Johnetta Edwards Ford | (703) 305-6288 | johnetta.edwards@gsa.gov |
| Washington, DC | September | Johnetta Edwards Ford | (703) 305-6288 | johnetta.edwards@gsa.gov |
| Patuxent River, MD | July | Tonya Butler | (301) 713-9285 | tonya.butler@gsa.gov |
| Baltimore, MD | July 12 | Tonya Butler | (301) 713-9285 | tonya.butler@gsa.gov |
| Roanoke, VA | September | John Engle | (757) 441-3115 | john.eagle@gsa.gov |
| Hampton, VA | November | John Engle | (757) 441-3115 | john.engle@gsa.gov |

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Katie Meehan (215) 656-5541.

Southeast Sunbelt

| | | | | |
|----------------|--------------|-------------------|----------------|------------------------|
| Jackson, MS | July 6 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Pensacola, FL | July 20 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Louisville, KY | August 3 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Gulfport, MS | August 24 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Montgomery, AL | September 7 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Memphis, TN | September 14 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |

Great Lakes

| | | | | |
|----------------------------|-----------|---------------|----------------|-----------------------|
| Tomah VAMC, WI | July | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| FAA, IL | August | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| Great Lakes, IL | September | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| Bermidji, MN | July | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Ft. Snelling, MN | August | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| St. Paul, MN | September | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Minneapolis, MN | September | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Chicago, IL | July 12 | Ed Stanek | (312) 886-8941 | ed.stanek@gsa.gov |
| Chicago, IL | August | Ed Stanek | (312) 886-8941 | ed.stanek@gsa.gov |
| Chicago, IL | September | Ed Stanek | (312) 886-8941 | ed.stanek@gsa.gov |
| Indianapolis, IN | July | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Cincinnati, OH | July | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Treasury, Indianapolis, IN | July | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Indianapolis, IN | August | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Crane NWC, Crane, IN | August | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Treasury, Indianapolis, IN | August | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Indianapolis, IN | September | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Indianapolis, IN | September | Gary Dugan | (317) 377-7016 | gary.dugan@gsa.gov |
| Aurora, IL | July | George Deszcz | (630) 369-3368 | george.deszcz@gsa.gov |
| DeKalb, IL | August | George Deszcz | (630) 369-3368 | george.deszcz@gsa.gov |
| Decatur, IL | September | George Deszcz | (630) 369-3368 | george.deszcz@gsa.gov |

GSA TRAINING SEMINARS

| <u>Location</u> | <u>Date</u> | <u>Contact</u> | <u>Phone</u> | <u>Email</u> |
|--|---------------|-----------------|----------------|--------------------------------|
| Heartland | | | | |
| St. Louis, MO | September | Laverne Smith | (816) 926-1620 | laverne.smith@gsa.gov |
| Kansas City, MO | November | Laverne Smith | (816) 926-1620 | laverne.smith@gsa.gov |
| Lincoln, NE | November | Laverne Smith | (816) 926-1620 | laverne.smith@gsa.gov |
| Topeka, KS | November | Laverne Smith | (816) 926-1620 | laverne.smith@gsa.gov |
| Wichita, KS | December | Laverne Smith | (816) 926-1620 | laverne.smith@gsa.gov |
| Greater Southwest | | | | |
| New Orleans, LA | July | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Oklahoma City, OK | August | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Little Rock, AR | October | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Albuquerque, NM | October | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| El Paso, TX | November | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Houston, TX | January 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| San Antonio, TX | February 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Corpus Christi, TX | March 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Rocky Mountain | | | | |
| Salt Lake City, UT | July 26 | David Morris | (303) 236-0012 | david.morris@gsa.gov |
| Colorado Springs, Co | August 16 | David Morris | (303) 236-0012 | david.morris@gsa.gov |
| Salt Lake City, UT | August 23 | David Morris | (303) 236-0012 | david.morris@gsa.gov |
| Salt Lake City, UT | September 20 | David Morris | (303) 236-0012 | david.morris@gsa.gov |
| Billings, MO | August 2 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Fargo, ND | August 30 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Colorado Springs, CO | September 20 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Colorado Springs, CO | September 27 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Pacific Rim | | | | |
| Northern California/Nevada | | David Lampert | (415) 522-2784 | david.lampert@gsa.gov |
| Sacramento | | Liz Belenis | (916) 978-5529 | elizabeth.belenis@gsa.gov |
| Southern California/Nevada | | Dilys Sunabe | (323) 526-7500 | dilys.sunabe@gsa.gov |
| Los Angeles | | Mike Blumenfeld | (213) 894-5372 | michael.blumenfeld@gsa.gov |
| San Diego | | Mark Carico | (619) 235-4706 | mark.carico@gsa.gov |
| Hawaii | | Melinda Eyre | (808) 541-1776 | melinda.eyre@gsa.gov |
| Japan | | Ken Swensen | DSN 225-9252 | kenneth.swensen@yokota.af.mil |
| Okinawa | | Ralph Cervantes | DSN 634-3641 | rafael.cervantes@kadana.af.mil |
| Korea | | Ron Walker | DSN 768-8867 | walkerre@usfk.korea.army.mil |
| Would you like a special seminar for a group of 20 or more on a specific subject or at your location? Call or e-mail your local contact listed above. | | | | |
| Northwest Arctic | | | | |
| Spokane, WA | July | Betty Mills | (253) 931-7917 | betty.mills@gsa.gov |
| Olympia, WA | August | Betty Mills | (253) 931-7917 | betty.mills@gsa.gov |
| Silverdale, WA | August | Betty Mills | (253) 931-7917 | betty.mills@gsa.gov |
| Oak Harbor, WA | September | Betty Mills | (253) 931-7917 | betty.mills@gsa.gov |
| Yakima, WA | September | Betty Mills | (253) 931-7917 | betty.mills@gsa.gov |



TRAVEL TRAINING BRANCH

Fly into the Millennium with travel training. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998) has brought a lot of changes to the Federal Travel Regulation. You'll want to enroll in our travel courses now and learn from the PROS.

You could say we've taken the hassle out of making travel plans with the "Plain Language" spoken here format; it eliminates the jargon, confusion and frustration. Our new question and answer format makes it easier than ever to get information you need quickly.

Other exciting changes include:

- Issuance of electronic voucher
- Mandatory use of travel credit card
- Employee reimbursement within 30 days, otherwise interest will be paid to employee

With all these new regulations, you'll want to enroll early to ensure your place in our class. You can easily register by sending your training form or other document to:

Registration
Travel Training Branch
Suite 8214
490 L'Enfant Plaza, SW
Washington, DC 20407

You may fax your form to (202) 619-8914.

For course scheduling questions, please call (202) 619-8907. Visit our website at:

www.midatlantic.gsa.gov/fss/travel/training.htm

We look forward to seeing you in the Millennium!!!!

APPROVING OFFICIALS RESPONSIBILITIES

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

GSA, FSS, Region 3 has developed a new 3.5 hour briefing on travel authorizing and vouchers.

Course content:

- Travel Authorizations
- Prompt payment of vouchers (effective Jan 1, 2000)
- Contract City-Pairs
- Agency Responsibility
 - Types of expenses covered by per diem
 - Travel of 24 hours or less
 - Cancelled TDY
 - Deviations for personal travel
- Requirements for voucher submission
 - Actual expense
 - Miscellaneous expenses
 - Use of POVs
 - Transportation allowable
 - Receipt requirements

For more information, please contact

Nancy Murphy, Program Expert
Transportation Management Branch
Phone: (202) 619-8907
E-Mail: travel.training@gsa.gov

RELOCATION ALLOWANCES: FTR AND JTR, VOL. II COURSE NUMBER: 1745

This course explains in "Plain Language" allowances provided to eligible civilian employees making a permanent change of duty station.

- Temporary quarters allowances
- Property management expense reimbursement
- Home marketing incentive payments
- Contracting for residence-related relocation services
- Guaranteed home sales programs
- House hunting trip reimbursement
- Shipment of privately-owned vehicles within CONUS or overseas
- Service agreements for relocations
- Shipment of household goods
- Tour-renewal travel agreements
- Miscellaneous expenses
- Mobile homes
- Relocation to isolated areas
- Last home move
- Plus, travel authorizations, advances, and vouchers, including supervisor/authorizing official responsibility

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$570

Length: 3 days.

Schedule:

| | | |
|-------------------|---------|-----------------|
| Atlanta, GA | 1745-03 | Jul 11-13, 2000 |
| Denver, CO | 1745-06 | Jun 20-22, 2000 |
| Houston, TX | 1745-08 | Aug 01-03, 2000 |
| Kansas City, MO | 1745-11 | Jul 25-27, 2000 |
| Pensacola, FL | 1745-14 | Aug 22-24, 2000 |
| San Francisco, CA | 1745-19 | Aug 01-03, 2000 |
| Seattle, WA | 1745-22 | Jul 11-13, 2000 |
| Washington, DC | 1745-31 | Jul 18-20, 2000 |
| | 1745-32 | Aug 15-17, 2000 |
| | 1745-33 | Sep 12-14, 2000 |

RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

Updated to the new "Plain Language" format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and their impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Prerequisite: Relocation Allowances: 1745.

Cost: \$480

Length: 2 days.

Schedule:

| | | |
|----------------|---------|-----------------|
| Washington, DC | 1750-05 | Jul 05-06, 2000 |
| | 1750-06 | Aug 22-23, 2000 |

N E W S F L A S H

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TEMPORARY DUTY TRAVEL - FEDERAL TRAVEL REGULATION (FTR) COURSE NUMBER 1760

This course teaches students in "Plain Language" to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Costs: \$495

Length: 3 days.

Schedule:

| | | |
|-------------------|---------|------------------|
| Denver, CO | 1760-06 | Jul 25-27, 2000 |
| San Francisco, CA | 1760-14 | Jul 18-20, 2000 |
| | 1760-15 | Aug 15-17, 2000 |
| Seattle, WA | 1760-19 | Jul 25-27, 2000 |
| Washington, DC | 1760-28 | July 11-13, 2000 |
| | 1760-29 | Aug 22-24, 2000 |
| | 1760-30 | Sep 19-21, 2000 |

SHIPPING HOUSEHOLD GOODS COURSE NUMBER 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Students also learn to select a carrier, book a shipment, and issue a Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement. Instructional methods include lectures and exercises.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

Prerequisites: None.

Cost: \$450

Length: 3 days.

Schedule:

| | | |
|----------------|---------|-----------------|
| Washington, DC | 1755-09 | Jul 11-13, 2000 |
| Ft. Worth, TX | 1755-02 | Aug 08-10, 2000 |

F U N C L I P S



If every commuter carried just one more passenger daily, we'd save 600,000 gallons of gasoline and keep 12 million pounds of pollution out of the atmosphere every year.

Source: Sprint



TEMPORARY DUTY TRAVEL: JFTR-VOL. I UNIFORMED SERVICES COURSE NUMBER 1765

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniform members of the Department of Defense.

Topics covered are:

- Travel authorizations
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$495

Length: 3 days.

Schedule:

| | | |
|----------------|---------|-----------------|
| Pensacola, FL | 1765-02 | Jul 18-20, 2000 |
| Washington, DC | 1765-08 | Aug 15-17, 2000 |



TRAVEL MANAGER WINDOWS: VERSION 5/VERSION 7 COURSE NUMBER 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Firesafe hotels
- Maps of locations
- Tax exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulations on-line

Students learn how the system applies correct travel regulations and per diem rates according to Federal Travel Regulations.

Intended for: Travel managers and staff persons, who process travel documents, budget officials and travelers.

****This course is offered as an on-site special only.**

For more information, please call Ms. Nancy Murphy on (202) 619-8907 or E-mail travel.training@gsa.gov

N E W S F L A S H

Economize!

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GSA's quality buying

reduces your costs.

**TEMPORARY DUTY TRAVEL:
DEPARTMENT OF DEFENSE
JTR, VOL. II
COURSE NUMBER 1770**

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations – Vol. II for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$495

Length: 3 days.

Schedule:

| | | |
|----------------|---------|-----------------|
| San Diego, CA | 1770-05 | Aug 08-10, 2000 |
| Washington, DC | 1770-11 | Jul 25-27, 2000 |
| | 1770-12 | Aug 08-10, 2000 |

**ATTEND A FREE GSA
WORKSHOP!**

Attend a free GSA workshop for Federal Government employees who arrange travel, ship freight or household goods, issue Government Bills of Lading or Government Transportation Requests, and process or pay transportation bills.

The Federal Supply Service's Office of Transportation and Property Management offers you the latest information on transportation audit policies and procedures and traffic and travel management programs. Learn about the:

Transportation and Travel Reform Act of 1998, Federal Travel Regulation (Travel and Relocation), **Transportation and Travel Policy** Initiatives, Prepayment and Postpayment Audit of Transportation Bills, Submission of Paid Transportation Bills for Audit, Airline **City-Pair** Contracts, GSA **SmartPay** (Charge Card and ATM Services), Procedures for Handling **Unused Airline Tickets**, GSA Nationwide **Travel Management Center** Services, Government **Car Rental** Program, **Express Small Package** Contract Services, Shipping **Household Goods, Freight** Rates and Routing, **GBL** Preparation....and more!
Workshops are provided at no cost to Federal agencies!!

Two-day regional mini-workshops are schedule for ...

| | |
|----------------|------------|
| Charleston, WV | July (TBA) |
| Denver, Co | TBA |

For detailed information and to register online, go to:

www.fss.gsa.gov

then click on NEWS & EVENTS

F U N C L I P S



*Ten minutes of one hurricane contains
enough energy to match the nuclear
stockpiles of the world.*



NATIONAL TRAVEL CONFERENCE 2000: THE TICKET TO THE NEW MILLENNIUM

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www.nationaltravel2000.com

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